

# Technology Trust Fund

## FY23 TTF MID-YEAR DOCKET & NON-DOCKET REQUEST PACKET

*Compensation Board & Circuit Court Clerks*

## Clerks make a FY23 TTF Mid-Year **Docket** Request when:

1

**Cancel Carryover.** You originally elected to carryover your FY23 TTF \$4 available funding and now would like to request funds for the current-year budget for equipment and services.

- *Forms 1, 2 and 4* for \$4 requests

2

**Additional \$4 or \$1 Fund.** You need additional TTF funds than the amount originally requested in August from either your \$4 available funding or from the \$1 Fund. Your total \$4 request cannot exceed your TTF \$4 available funding for the current fiscal year.

- *Forms 2 and 4* for \$4 requests
- *Forms 3 and 4* for \$1 Fund requests

3

**Purpose Code N.** You would like to use your FY23 TTF \$4 available funding for areas of your court other than land records. The \$1 Fund may not be used for Purpose Code N requests (areas of the court not related to land records).

- *Forms 2 and 4* for \$4 requests

4

**Redaction of Social Security Numbers.** You want to make a mid-year request for funding of redaction of social security numbers.

- *Form 2* for \$4 requests
- *Form 3* for \$1 Fund requests
- *Forms 4 and 5* for all requests

## Clerks make a FY23 TTF Mid-Year **Non-Docket** Request when:

You would like to 1) **update**; 2) **add**; 3) **delete** a line item because you need to transfer TTF funds from one line item to another line item (without requesting additional TTF money); or 4) change a **vendor name** or **line item description**. No docket action is needed. **Mid-Year transfers between the \$4 and \$1 Fund are not permissible.**

Use *Form 6* FY23 Mid-Year TTF **Non-Docket** Request Form

Fax form and cover letter (on court letterhead addressed to Executive Secretary, Robyn M. de Socio) to Joan Bailey at (804) 371-0235. The completed form and letter will be submitted to the **Executive Secretary for approval** and adjustments will be made on the COIN reimbursement screens (# 3 on COIN Main Menu). You may seek reimbursement from the modified or new line items during the next scheduled monthly reimbursement period, usually the 1<sup>st</sup> through the 10<sup>th</sup> of the month. **Do not seek reimbursement until the line item adjustments have been made in COIN.** Contact Joan Bailey at [Joan.Bailey@scb.virginia.gov](mailto:Joan.Bailey@scb.virginia.gov) for questions regarding reimbursement.

## Steps in Making a FY23 TTF Mid-Year Docket & Non-Docket Request

1

Choose the **forms** you need. Carefully follow all instructions on the forms. Print or type information.

2

Include a **cover letter** narrating your request on **court letterhead**, signed and dated by the Clerk. Include information on the total \$4 and/or \$1 Fund requests, land records requests (Purpose Code L) or requests for areas of the court not related to land records (Purpose Code N). Include vendor name. Include **vendor quote** for all \$4 and \$1 Fund redaction requests.

3

**Fax** all pages to the Compensation Board, (804) 371-0235, to the attention of Joan Bailey.

4

Print the **Compensation Board Meeting minutes** from our website. These minutes are the only confirmation of Board approval of your request. Seek reimbursement during the **following monthly reimbursement period**, usually the 1<sup>st</sup> through the 10<sup>th</sup>.

### MID-YEAR REMINDERS:

- The deadline for TTF docket and non-docket requests is **May 16, 2023**. The May Payroll/Expense Reimbursement Period the **first week of June 2023** is the deadline for FY23 TTF reimbursement requests. No TTF reimbursement requests will be accepted beyond this deadline.
- Compensation Board meetings are normally scheduled for the fourth **Thursday** morning of the month. Check the monthly meeting schedule <http://www.scb.state.va.us/cal.html>. Docket and non-docket requests are accepted not later than the **docket deadline** or one week before the date of the Board meeting. Any request received later than the docket deadline is considered the following month.
- **ALL TTF mid-year docket requests** require Form 4, FY23 Mid-Year **Secure Remote Access Re-Certification**, signed and dated by the Clerk.
- In order to process a funding request for **Redaction Services**, the Clerk must supply Forms 2 and/or 3, 4 and 5. All redaction requests must be accompanied by a **vendor quote** (see the FY23 TTF Budgeting FAQs located at <http://www.scb.virginia.gov/docs/ttfbudgetingfaqs.pdf> for details regarding information required by the Compensation Board for approval of redaction requests). A redaction request will not be considered without the above-mentioned documentation.
- Contact Joan Bailey at Joan.Bailey@scb.virginia.gov if you have any questions regarding the **FY23 Mid-Year TTF Docket or non-Docket Request process** outlined in this packet. After faxing the forms and cover letter, email Joan Bailey for confirmation that your request was received.
- For questions regarding monthly **TTF reimbursement**, email Joan Bailey at Joan.Bailey@scb.virginia.gov.

## *Forms* for TTF Mid-Year Docket & Non-Docket Request

<i>Form 1</i>	<b>FY23 Carryover-to-Budget Request Form</b>	Use to cancel your FY23 TTF carryover request made in August and transfer your TTF \$4 available funding to a FY21 budget request.
<i>Form 2</i>	<b>FY23 TTF Mid-Year \$4 Request Form</b>	Use to request additional \$4 funds (not to exceed your \$4 available funding) for technology equipment and services.
<i>Form 3</i>	<b>FY23 TTF Mid-Year \$1 Fund Request Form</b>	Use to request additional funds for technology equipment and services from the \$1 Fund. Clerks must have fully budgeted their \$4 available funding before making a request from the \$1 Fund. <b>The \$1 Fund may NOT be used for areas of the court not related to land records (Purpose Code N).</b>
<i>Form 4</i>	<b>FY23 TTF Mid-Year Secure Remote Access Re-Certification Form</b>	<b>Include this form for ALL</b> mid-year docket requests. Clerks must re-certify to currently providing secure remote access to land records' images to public (non-governmental) subscribers.
<i>Form 5</i>	<b>FY23 TTF Mid-Year Redaction Request Form</b>	Use if you are making a request from your \$4 available funding or from the \$1 Fund for social security number redaction services. This form accompanies Forms 2, and/or 3, and 4. <b>All redaction requests must include the Redaction Request Form and a vendor quote for approval of redaction services.</b>
<i>Form 6</i>	<b>FY23 TTF Mid-Year <u>Non-Docket</u> Request Form</b>	Use to update, add or delete a line item. Non-docket request transfers TTF money from one line item to another line item without requesting additional TTF money. Use to change a vendor name or line item description.

## **Description Codes**

Six description codes are available for TTF \$4 budgeting and mid-year docket & non-docket requests. Five description codes are available for \$1 Fund budgeting.

### **\$4 Requests:**

**B** = Back scanning or conversion services  
**E** = Equipment (hardware and software)  
**MR** = Maintenance services for records management system  
**MS** = Maintenance services for secure remote access system  
**R** = Redaction services for social security numbers  
**O** = Other miscellaneous services (not available for \$1 Fund budgeting)

## **Purpose Codes**

Two Purpose Codes are used in TTF \$4 budgeting and mid-year docket & non-docket requests. One Purpose Code is available for \$1 Fund budgeting.

**Purpose Code L** = land records.

**Purpose Code N** = not land records; areas of the court not related to land records (not available for \$1 Fund budgeting).

### § 17.1-279 B Code of Virginia

- |             |  |
|-------------|--|
| <b>Bi</b>   | Developing and updating individual land records <b>automation plans</b> for individual circuit court clerks' offices;  |
| <b>Bii</b>  | Implementing automation plans to modernize land records individual circuit court clerks' offices and provide <b>secure remote access to land records</b> throughout the Commonwealth;  |
| <b>Biii</b> | Obtaining and updating office automation and information technology <b>equipment</b> , including <b>software and conversion services</b> ;   |
| <b>Biv</b>  | Preserving, maintaining, and enhancing court records, including, but not limited to, the costs of <b>repairs, maintenance, land records, consulting services, service contracts, redaction of social security numbers from land records, and system replacements or upgrades</b> ; and |
| <b>Bv</b>   | Improving <b>public access</b> to court records.   |

**TTF Mid-Year Docket & Non-Docket Request Instructions:** Use Form 1 if you originally elected to carryover your FY22 TTF \$4 available funding to FY23 but now you are requesting to budget your TTF \$4 money in FY23. **You must also complete Form 4 to re-certify secure remote access.** A Clerk's \$4 available funding must be fully budgeted before requesting \$1 Fund monies.

*Form 1*

## FY23 Carryover-to-Budget Request Form

**Cancel Carryover. Transfer TTF to Current-Year Budget.** *I certify to the best of my knowledge and belief that the process utilized to procure any equipment or services for which payment will be made using funds requested herein is in conformance with the Virginia Public Procurement Act, § 11-35 et. seq., Code of Virginia. This request represents anticipated equipment and/or services funding needs for the current fiscal year. I have provided my local governing body with a copy of all documentation and justification forwarded to the Compensation Board.*

<b>FY23 \$4 Available Funding</b>	\$ _____
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<b>Move to FY23 \$4 Budget</b>	\$ _____
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Locality FIPS Code: \_\_\_\_\_ Date: \_\_\_\_\_

Locality Name: \_\_\_\_\_

Clerk's Name (print): \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_

**IMPORTANT** – If a Clerk does not originally budget their TTF \$4 available funding in August, the Department of Planning and Budget did not include that Clerk's \$4 funds in its September appropriation for TTF. This means that mid-year access to the TTF \$4 funds is not guaranteed. Carryover-to-Budget requests will be approved by the Compensation Board on a case-by-case basis.

**TTF Mid-Year Docket & Non-Docket Request Instructions:** Use Form 2 if you are requesting TTF \$4 for technology equipment and services. You must also complete Form 4 to re-certify secure remote access. Your total request may not exceed your FY23 \$4 available funding.

*Form 2*

## FY23 TTF Mid-Year \$4 Request Form

Locality FIPS Code: \_\_\_\_\_ Date: \_\_\_\_\_

Locality Name: \_\_\_\_\_

Clerk's Name (print): \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_

<b>Original</b> FY23 \$4 Available Funding	\$	<b>Current</b> FY23 \$4 Available Funding	\$
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Vendor	Line Item Description	Description Code	Purpose Code	Total Cost
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

See page 4 for explanation of Description Codes and Purpose Codes available for \$4 requests.

<b>Total FY23 TTF \$4 Request:</b> <i>Do not exceed your current TTF \$4 available funding.</i>	\$
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**TTF Mid-Year Docket & Non-Docket Request Instructions:** Use Form 3 if you are making a request from the FY23 \$1 Fund. You must first budget your entire FY23 **\$4 available funding** before making a request from the \$1 Fund. \$1 Fund requests will **NOT** be considered for Clerks who **carryover** their \$4 available funding. The \$1 Fund may **NOT** be used for areas of the court not related to land records (**Purpose Code N**). **You must also complete Form 4 to re-certify secure remote access.**

*Form 3*

## FY23 TTF Mid-Year \$1 Fund Request Form

Locality FIPS Code: \_\_\_\_\_ Date: \_\_\_\_\_

Locality Name: \_\_\_\_\_

Clerk's Name (print): \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_

**Original** FY23 \$4  
Available Funding

\$

**Current** FY23 \$4  
Available Funding

\$

Vendor	Line Item Description	Description Code	Purpose Code	Total Cost
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

See page 4 for explanation of Description Codes and Purpose Codes available for \$1 Fund requests.

Total FY23 TTF \$1 Fund Request: \$

*Form 4*

**FY23 TTF Mid-Year SRA Re-Certification Form**

**Part 1 – My office currently provides secure remote access to land records’ images.**

☐ Yes ☐ No

Proceed to Part 2 if answered ☒ Yes or proceed to Part 3 if answered ☒ No.

**Part 2 ☒ Yes I am currently providing secure remote access to land records:**

*I hereby certify that my office is providing SRA to land records in accordance with the provisions of § 17.1-279B, Code of Virginia, (ALL of the following criteria is true):*

*I certify in accordance with provisions of § 17.1-279D, Code of Virginia, that the security standards currently in place for secure remote access to land records in this office are in compliance with security standards developed by Virginia Information Technologies Agency (VITA):*

- “Secure Standard for Restricted Remote Access to Documents on Court-Controlled Websites” COV ITRM Standard SEC503-02, dated March 28, 2005, and any previous revisions thereto.

*I certify in accordance with the provisions of § 17.1-279B, Code of Virginia, that any proposed technology improvements to land records in this office will accommodate SRA to land records in compliance with these same security standards.*

Locality Code: \_\_\_\_\_ Date: \_\_\_\_\_

Locality Name: \_\_\_\_\_

Clerk’s Name (print): \_\_\_\_\_

Clerk’s Signature: \_\_\_\_\_

**Part 3 ☒ No I am not currently providing SRA to land records to land records:**

*I hereby certify that my office is not providing secure remote access to land records in accordance with the provisions of § 17.1-279, Code of Virginia.*

Locality Code \_\_\_\_\_ Date \_\_\_\_\_

Locality Name \_\_\_\_\_

Clerk’s Name (print) \_\_\_\_\_

Clerk’s Signature \_\_\_\_\_

**TTF Mid-Year Docket & Non-Docket Request Instructions:** Use Form 5 if you are making a mid-year docket request from \$4 money or the \$1 Fund for the redaction of social security numbers. This form accompanies Forms 2 and/or 3. All redaction requests must include a **vendor quote**. You must also complete **Form 4** to re-certify secure remote access.

*Form 5*

## FY23 TTF Redaction Request Form

Date: _____		FIPS: _____	
Clerk's Name: _____		Locality: _____	
Clerk's Signature: _____		Vendor: _____	
Certified to Provide SRA:	<div style="display: inline-block; border: 1px solid black; padding: 2px 10px;">YES</div> <div style="display: inline-block; border: 1px solid black; padding: 2px 10px; margin-left: 20px;">NO</div>	Date SRA Provided: _____	

  

Back-File Historical	Purpose Code L					Purpose Code N
	Deeds / Deeds of Trust	Plats / Maps	Judgments / Liens	Financing Statements	Wills / Fiduciary	Marriage Licenses / Court Records
Images #						
Span of Years						
COST per Image						
Cost \$						

  

Total Images: _____		Total Cost: \$ _____	
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Check (✓) all that apply					
Purchase from Vendor:	OCR Software + No Manual Review	OCR Software + 1 Manual Review	OCR Software + 2 Manual Reviews	Software purchase by Clerk	Accuracy Rate: _____ %
	Manual Review: ALL Images Reviewed	ONLY Flagged Images Reviewed	Manual Review by Vendor	Manual Review In-House	

  

Day Forward	Purpose Code L					Purpose Code N
	Deeds / Deeds of Trust	Plats / Maps	Judgments / Liens	Financing Statements	Wills / Fiduciary	Marriage Licenses / Court Records
Images #						
Span of Years	FISCAL YEAR = _____					
COST per Image						
Cost \$						

  

Total Images: _____		Total Cost: \$ _____	
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Check (✓) all that apply					
Purchase from Vendor:	OCR Software + No Manual Review	OCR Software + 1 Manual Review	OCR Software + 2 Manual Reviews	Software purchase by Clerk	Accuracy Rate: _____ %
	Manual Review: ALL Images Reviewed	ONLY Flagged Images Reviewed	Manual Review by Vendor	Manual Review In-House	

  

FY23 TTF Redaction Request:	\$	=	\$	+	\$
	Back-File + Day Forward		\$4 Redaction Request		\$1 Fund Redaction Request

**Purpose Code L** = Land records; **Purpose Code N** = Not Land Records; Areas of the Court not related to land records

For questions regarding Mid-Year TTF Docket Requests, contact Joan Bailey at [Joan.Bailey@scb.virginia.gov](mailto:Joan.Bailey@scb.virginia.gov)

**TTF Mid-Year Docket & Non-Docket Request Instructions:** Use Form 6 if you are making a non-docket request to change your budget **without requesting additional TTF money**. Use if you need to transfer TTF funds from one line item to another line item. **No transfers between the \$4 and \$1 budgets are permissible.** Before using Form 6, access your office's TTF Reimbursement processing screen in COIN (#3 on Main Menu). Print your FY23 TTF budget. Using the screen(s), specify the changes you want to make to line items in your TTF budget. **A copy of the Vendor's bill must accompany this form.**

*Form 6*

**FY23 TTF Mid-Year Non-Docket Request Form**

Locality: _____	FIPS: _____
Clerk's Name: _____	Date: _____
Email: _____	Phone: _____
Clerk Signature: _____	Contact Name: _____

  

Line Item Change Code:	U=Update	A=Add	D=Delete	V=Vendor Name	S=Line Item Description
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	←Line Item Change Code	Circle All that Apply→	\$4	\$1	Purpose Code L	Purpose Code N
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Line item description: _____	Vendor: _____
Original Amount: \$ _____	Current Amount: \$ _____
New Amount: \$ _____	
Difference: circle one →	<div style="display: inline-block; border: 1px solid black; padding: 2px 10px;">plus</div> <div style="display: inline-block; border: 1px solid black; padding: 2px 10px;">minus</div>
Difference Amount: \$ _____	
COIN Maintenance Screen: _____	

  

	←Line Item Change Code	Circle All That Apply→	\$4	\$1	Purpose Code L	Purpose Code N
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Line item description: _____	Vendor: _____
Original Amount: \$ _____	Current Amount: \$ _____
New Amount: \$ _____	
Difference: circle one →	<div style="display: inline-block; border: 1px solid black; padding: 2px 10px;">plus</div> <div style="display: inline-block; border: 1px solid black; padding: 2px 10px;">minus</div>
Difference Amount: \$ _____	
COIN Maintenance Screen: _____	

  

<b>COMPENSATION BOARD USE ONLY ♦ COMPENSATION BOARD USE ONLY ♦ COMPENSATION BOARD USE ONLY</b>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="background-color: yellow; padding: 5px; margin-bottom: 5px;">←Approved</div> <div style="background-color: yellow; padding: 5px;">←Not Approved</div> </div> <div style="width: 45%;"> <div style="background-color: yellow; padding: 5px; margin-bottom: 5px;">COIN Reimbursement→</div> <div style="background-color: yellow; padding: 5px;">Budget Spreadsheet→</div> </div> </div>	
Executive Secretary: _____	Date: _____

*Robyn M. de Socio*

**Purpose Code L** = Land Records

**Purpose Code N** = Not Land Records; Areas of the court not related to Land Records